

**Contra Costa County Employment & Human Services Department
Community Services Bureau
2020-20201 Early Head Start-Child Care Partnership 1 Program Continuation Grant Funding
Application**

**EXECUTIVE SUMMARY
INCOMING FUNDS NARRATIVE STATEMENT**

1. PROJECT/PROGRAM TITLE. Early Head Start-Child Care Partnership 1 Program Continuation Grant Funding Application for Budget Period 7/1/2020 through 6/30/2021.

2. FUNDING AGENCY. Department of Health and Human Services, Administration for Children and Families (ACF), Office of Head Start (OHS).

3. SUBMITTAL STATUS. This is a submission of application for continuation grant funding for FY 2020-2021.

4. PROPOSED TERM. Funding must be requested annually. The standard one budget period is from 7/1/2020 through 6/30/2021. The budget summary below is for year 2 of the five year grant period.

5. CURRENT FUNDING. Funding for Early Head Start-Child Care Partnership is provided by federal dollars. Contra Costa County, as Grantee, is required to generate a 20% non-federal match of the total project budget, which may be in cash or in-kind contributions, fairly valued.

6. FUTURE FUNDING. An application for continuation grant funding must be submitted each year.

7. BUDGET SUMMARY

Budget Categories:	FY 2020-2021 EHS Child Care Partnership
Personnel	\$305,109
Fringe Benefits	\$212,143
T & TA	\$25,907
Travel	\$0
Supplies	\$24,100
Contractual	\$460,020
Other	\$47,077
Sub-Total of Direct Charges	\$1,074,356
Indirect Costs	\$64,073
Total Federal Amount Being Requested	\$1,138,429
Non-Federal Share	\$284,607
Total Federal and Non-Federal	\$1,423,036

8. STAFFING REQUIREMENTS. As Grantee, Contra Costa County operates the Head Start Program, which is administered and staffed by the Employment & Human Services Department,

Community Services Bureau.

9. PROGRAM NEED. The Community Services Bureau serves the needs of low-income children (3-5 years of age under Head Start, and prenatal - 3 yrs. under Early Head Start) and their families, by providing quality childcare, child development, and other services such as medical, mental health and dental needs.

10. RELATIONSHIP TO OTHER PROGRAMS. The Community Services Bureau's Head Start program combines Federal Head Start and State Child Development funding into one cohesive program. The Bureau also has strong collaborations with other departments within the County and partners with community based organizations, local private businesses, schools, non-profits, and volunteer organizations.

11. PROJECT GOALS. (Same goals and objectives for both Head Start and Early Head Start)

Goal 1: Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.

Goal 2: Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.

Goal 3: CSB will implement a "Grow Our Own" approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.

Goal 4: CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.

12. STATED OBJECTIVES.

- By June 30, 2020, CSB will implement the use of an interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB's data management system.
- By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB's data management system to enhance communication with families and staff.
- By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping.
- In February 2020, CSB will pilot Early Head Start oral health curriculum during Oral Health Month to determine which curriculum will be used in our program moving forward.
- By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.
- By June 2020, both CSB and the partners and will increase family collaborating and understanding of school readiness through various family engagement activities based on the first assessment date in the child outcomes report.
- By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and

the YMCA of the East Bay.

- By December 2020, 10 teachers will acquire classes in pursuit of degrees and earning a higher-level permit.
- By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB's holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management.
- By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.
- By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities.
- By June 2020, CSB will introduce "*Strong Partners/Strong families*," a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.
- By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15^(TM): Online Learning for Dads.
- By June 2020, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.

13. ACTIVITY SUMMARY. Program continues to provide high-quality services.

14. EVALUATION METHOD(S). Measurable, results-based child and family outcomes have been implemented, such as the required State of California's Desired Results Developmental Profile, for programs providing services through collaboration with the State of California Department of Education.

15. CHANGES COMPARED TO PRIOR YEAR (if any). Goals and Objectives cover FY 2018 – FY 2022. Policy Council has been involved in the development, review and evaluation process of the goals and objectives.

16. POTENTIAL CONTROVERSIAL ISSUES. None. Public perception of the Head Start and Early Head Start programs remain positive. The Policy Council will approve submission of this grant at their February 19, 2020 meeting.